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| JOB DESCRIPTION | |  |
| **Cranbury College** | **Location: Cranbury College,**  **College Road, Reading, RG6 1QB** | | |
| **Post Reference No:** | **Grade/Salary Range: RG4 points 21-28**  **Progression through Gateway RG4 scp 26-28** | | |
| **Job Title:**  **Admin Officer** |  | | |
| JOB PURPOSE | | | |
| Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services. | | | |
| DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE | | | |
| Report to Head of Cranbury College, Deputy Headteacher, Assistant Headteacher, School Business Manager and Office Manager. | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| **Organisation**   * Deal with complex reception/visitor etc. matters * Contribute to the planning, development and organisation of support service systems/procedures/policies * Supervise, train and develop staff as appropriate * To be involved in staff recruitment when directed – shortlisting and interviewing * Assist School Business Manager and Office manager as directed   **Administration**   * Manage manual and computerised record/information systems * Analyse and evaluate data/information and produce reports/information/data as required, running reports from School Information system and present data in appropriate format * To compose documents/presentations, and undertake word-processing and complex IT based tasks for Office Manager/Business Manager/SLT * Provide personal, administrative and organisational support to other staff * To use senior leadership electronic diary to book appointments * To assist management with the completion and submission of complex forms and returns etc including those to outside agencies e.g. DFE – for example free school meals for all Cranbury College students * To assist management with the completion and submission of school census 3 times per academic year and the annual workforce census. – create dummy runs before census date to ensure accuracy – to be aware of DFE rules and regulations * Monitor and order all stock within an agreed budget for Cranbury College * Recording and managing all absences for Cranbury College whole staff * Undertake research and obtain information to inform decisions as asked * Assist with procurement * Set up new suppliers on financial management system * Obtain quotes for purchases to ensure cost effectiveness * Deal with ordering and purchasing for staff/departments * Deal with financial queries relating to invoices, deliveries and payments – liaise with suppliers and School Business Manager regarding payments * Process orders and invoices * Raise and receive purchase orders using financial management system * Record all invoice/purchase information on Goods Received Book * Checking invoices and expenditure items for accuracy and act accordingly with any errors * Ensure pupil premium expenditure is appropriately accounted for and recorded * Assist in maintaining accurate records to receive funding for Pupil premium * Administer petty cash when required at secondary site – liaise with School Business Manager when funds are low * Maintaining the school asset register – ensure that all new equipment is labelled and recorded on the asset register – ensure all old equipment is removed and recorded * Search purchase orders using financial management system to match invoices * Liaise with suppliers, contractors, other schools and organisations   **Responsibilities**   * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support different and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of Cranbury College * Establish constructive relationships and communicate with other agencies/professionals * Attend and participate in regular meetings * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others | | | |
| SCOPE OF JOB (Budgetary/ Resource control, Impact) | | | |
| * Responsible for the management of resources within specific areas | | | |
| **Responsibilities for going through the Gateway**   * Under appropriate supervision, to lead in a pilot project for new school systems, working closely with new provider * Leading on the implementation of new administration systems in collaboration with the Head teacher. * Under supervision, to be responsible for the EFA Education Funding Agency for post 16 provision (Vision) through liaison with Centre Managers and ensuring accurate data * To lead in Cranbury College becoming a paperless organisation * To undertake training at a Level 4 or equivalent | | | |

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| **PERSON SPECIFICATION** | | | | |  | |
| Cranbury College | | | **Department/Division: Education, Adult and Children’s Services** | | |
| **Job Title: Admin Officer** | | | **Post Reference No:EDC** | | |
| Qualifications / Education / Training: |  | | |  | | |
| * To be educated to at least GCSE level with good English – verbal and written * To use word, spreadsheets, databases and Outlook with a high level of skill | | | | | | |
| Experience: |  | | |  | | |
| Previous office experience would be preferred but not essential. An ability to work with vulnerable and challenging behaviours from our young people.  An Ability to work under pressure | | | | | | |
| Skills and Abilities: |  | | |  | | |
| * A confident knowledge and ability of Word, Excel, Access and Outlook email system * An ability to project manage new IT systems and link with providers, Headteacher and Admin team * To answer the telephone in a clear and welcoming manner * To work in an organised manner and manage own time effectively * Ability to prioritise work * To work with young people, many who display challenging behaviours * To maintain absolute confidentiality of information learned concerning pupils, their families and home circumstances * The ability to work within a very busy office atmosphere * To work and be part of the Cranbury College team * Ability to use Team Teach when required * Ability to work within Cranbury college policies and procedures * An ability to deal appropriately with potentially distressed and/or aggressive users over the telephone or face to face | | | | | | |
| Specific Working Requirements: Requirements: | |  | |  | | |
| * Willingness to work across Cranbury College sites * Willingness to undertake training as appropriate including Team Teach, Safeguarding Level 1 and Health and safety Level 1 * An ability to work well with children presenting challenging behaviours * Ability and willingness to travel within the Borough | | | | | | |

October 2018